

State of Kansas
Using the KS_EX_EXPENSE_BYPOST_DATE Query
Statewide Management, Accounting and Reporting Tool

Date Created:	4/8/2013
Version:	1.0
Last Updated Date:	4/18/2013
Purpose of the Query:	<p>This query provides results on (Business Unit T&E) expenses that have been processed and 'posted' to the General Ledger.</p> <p>The query results include: Department ID, Transaction Date, Report ID, Report Line, Journal ID, Posted Date, Payment ID, Payment Date, Last Name, First Name, Sum Amount, Exp Type, Fund, Bud Unit, Program, Account, PC Bus Unit, Project, Activity, AN Type, Source Type, Category, Subcategory, Agy Use, Svc Location, and Nbr of Nights.</p>
Query parameters:	The criteria is Business Unit and dates that expenses are posted (not the dates of travel).
Prompt Values:	<p><u>Required Prompt Values:</u></p> <ul style="list-style-type: none"> • Bus Unit • From Date (date of Posting, not travel) • To Date (date of Posting, not travel)
Result Sorts:	<ol style="list-style-type: none"> 1. Department ID 2. Transaction Date 3. Report ID 4. Report Line
Security:	<ul style="list-style-type: none"> • <u>Role Security:</u> Only those individuals with one of the following security access roles will receive results from this query: <ul style="list-style-type: none"> ○ KAP Agy Expense Processor ○ KAP Agy Expense Proxy ○ KAP Agy T E Maintainer • <u>BU Security:</u> Business Unit Security is applied.

1. Navigation:
From the **Home** page in SMART, on the left navigation menu, click on **'Reporting Tools'**, then click on **'Query'**, then click on **'Query Viewer'**.

On the *Query Viewer* page:

***Search By** field:
Select the option of **'Query Name'**.

Begins with field:
Enter the name of the query. In this case, enter **'KS_EX_EXPENSE_BYPOST_DATE'**.

Click the **Search** button.

2. In the **Search Results** section on the *Query Viewer* page:

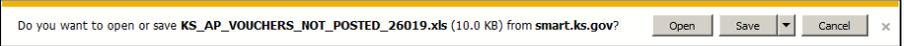
Select the **'Excel'** link.

3. Clicking the **'Excel'** link opens the specific query page in a new window.

Enter the *query prompts*:

Unit: Enter your Business Unit number

From Date: Enter the desired beginning date for the date range in the field as **'MM/DD/YYYY'**.

	<p>Hint: Click the Calendar icon to select the date instead of entering it.</p> <p>To Date: Enter the desired end date for the date range in the field as 'MM/DD/YYYY', or use the Calendar icon.</p> <p>Click the 'View Results' button.</p>	
4.	<p>A message window appears.</p> <p>Click the "Open" button.</p> <p>The query results are displayed in Excel in a new window.</p>	
NOTE:	<p>If desired, you can also select the "HTML" link on the Query Viewer page. This will display the query results online directly in SMART. You can then select the "Excel" link from that page to export the query results in to an Excel worksheet.</p>	